

Glossary

1A Diagrams	Area plan drawings on 8½" x 11" sheets depicting all existing facilities.
2A/3A Diagrams	Area plan drawings on 8½" x 11" sheets depicting all proposed facilities.
50/50 Program	A State School Building Lease-Purchase Program in which the district shares in the cost of the project.
ADA	See Average Daily attendance.
Access Compliance Unit	A unit within Office of the State Architect (OSA) responsible for reviewing plans for handicapped accessibility.
Addendum	A document used to alter, add or delete part of the content in the plans and specifications prior to the bid opening date.
Addition	To expand an existing school facility by constructing new building(s).
Administration	Area functioning as an administrative space, teacher lounge, teacher workroom, or counselling/ medical services.
Admitted Surety	An insurance organization authorized by the Insurance Commissioner to transact the business of insurance in the State of California.
Advance Planning Loan	A loan available to districts to alleviate the financial hardship of conducting feasibility studies prior to filing a project application.
Advance Site and/or Plans Program	A State School Building Lease-Purchase Program which provides funding for conducting feasibility studies, design development and site acquisition only.
Advertisement	Public notice of the intent to accept bids.
Alternate	A material or method used in place of the base material or method specified in a project.
Apportionment	The reservation of funds necessary to finance a portion of the cost of a project approved by the SAB.
Attendance Area	The geographical area serving an existing or proposed high school and those junior high schools and elementary schools included therein.
Audit	An investigation conducted by the OLA of all project expenditures.
Average Daily Attendance	(ADA) Ninety-seven percent of a district's graded projected enrollment.
Bid Allowance	A construction cost allowance developed by the OLA for a specified portion of a project.

Bid Bond	A form of security to insure that the bidder will enter into the contract if the award is made to it.
Bid Form	The document utilized by the contractor to delineate the scope and terms of the contract.
Bid Life	The number of calendar days from the bid opening date that the bid will be honored by the contractor.
Bid Opening	The date when all bid proposals are accepted.
Bid Savings	The difference between the SAB building cost allowance and the approved low bid.
Building Cost Standards	The cost standard established by the SAB for the construction of eligible school building facilities.
Building Diagrams	Area plan drawings on 8½" x 11" sheets depicting existing and/or proposed facilities.
Business Education	A laboratory functioning as a computer, business machines or office technology teaching station. The teaching station must be equipped with individual workstations and require special equipment and utility hookups.
CBEDS	See California Basic Education Data Systems.
CDE	See California Department of Education.
CEQA	See California Environmental Quality Act.
California Basic Education Data System	(CBEDS) Enrollment information, that existed on a date specified (October) by the California Department of Education (CDE).
California Department of Education	(CDE) The State agency that reviews and recommends all new school sites and additions to existing school sites. Additionally, approves preliminary and final plans on all projects.
California Environmental Quality Act	(CEQA) The law enacted that addresses environmental concerns. The State Clearinghouse (SCH) is responsible for receiving and distributing documents prepared pursuant to the Act. The Clearinghouse is located within the Governor's Office of Planning and Research (OPR).
California Environmental Quality Act Officer	An individual appointed by the district to process the required documentation under the CEQA guidelines.

Capital Development Fees	User fees levied by a local public utility agency for the cost of capital development facilities.
Categorical Exemption	An exemption from the preparation of an environmental impact report.
Change Order	A document used to alter, add, or delete part of the content in the plans and specifications after the bid opening date.
Classroom	A teaching station of at least 960 square feet.
Construction Contract	The agreement between the successful bidder and the district.
Construction Cost Index	An adjustment made to the building cost standard as determined by type of building (Type B or D).
Contingencies	Funds provided for in the budget which allow a means for financing eligible unforeseen project costs.
Cost Estimates	A document detailing all costs associated with a project.
Cost Sharing Project	A State School Building Lease-Purchase Program wherein the State shares a portion of the cost for facilities constructed pursuant to the Mello-Roos Community facilities Act of 1982.
Deferred Items	A reservation of specific construction funds for future release.
District Representative	An individual(s) designated by the district, to act as liaison between the district and the SAB.
Draft Environmental Impact Report	The initial environmental impact study.
EIR	See Environmental Impact Report.
Eminent Domain	The right of the people or government to acquire property for the common good and benefit of the entire public through the condemnation process.
Energy Conservation Allowance	A supplementary allowance provided to those projects which promote energy conservation measures.
Enrollment Projection	A projection of a district's actual enrollment used to estimate future pupil population needs.
Environmental Impact Report	(EIR) Identifies the significant effects of a project on the environment, identifies alternatives to the project and indicates the manner in which those significant effects could be mitigated or avoided.

Escrow Fees	All charges normally included in the escrow agreement related to the purchase of real property.
Exclusions from Existing Adequate Building Area	Specific building area omitted from the district's calculation of existing adequate building area.
Executive Officer	That individual appointed by the Governor who serves the State Allocation Board. Also known as the Local Assistance Officer.
Existing Adequate Area	The district's total building area less any eligible area exclusions.
Existing Area	The district's total building area.
Faithful Performance Bond	The bond of faithful performance assures that the contractor will perform each and all of the conditions set forth in the construction contract.
Fast Track Program	A State School building Lease-Purchase Program which assures that a 50/50 program application is granted an apportionment equal to 50 percent of the estimated total project cost upon the project's initial SAB approval.
Final Environmental Impact Report	A completed environmental impact study that includes mitigation of comments.
Final Judgement	The Court's final determination of the property value.
Final Plans	A set of plans which provides the finished design of the proposed school facilities.
Five-Year Plan	A plan in which the district describes its facility needs.
Food Service	Service or snack bar in which food is heated not prepared. May include a serving area equipped with tables and hot steam buffet tables.
Furniture and Equipment Allowance	An allowance provided to the district for the purpose of acquiring furniture and equipment to adequately operate the school facility.
General Site Development	Improvements that encompass the finishing detail of the site (see <i>General Site Development</i> , page 3-B-49).
Geographic Area Adjustment	An adjustment made to the building cost standard based on the geographic location of the project.
Home Economics/Consumer Education	A laboratory functioning as a foods and nutrition, clothing construction or other related specialized teaching station.
Housed	The ADA that are assigned to existing classrooms.

Industrial Arts/Industrial Technology	A laboratory functioning as a shop, arts and crafts (not including art rooms), mechanical drawing, graphic arts, or photography teaching station.
Inspection Services	Services provided by an OSA certified inspector during the site development and building construction phases of a project.
Interdistrict Agreement	An agreement between two districts which allows students to enroll in a school district other than the district in which they reside.
Interfacing	The junction where a new building addition meets an existing building.
Interlocutory Judgement	Occurs when the Court makes a decision on the request to condemn a property. The decision is followed by a final judgement.
Initial Environmental Study	The collection of materials covering all aspects of the impact of a project on the environment. The outcome of the study determines which environmental impact process is to be accomplished.
Justification Document	A document that supports or justifies an applicant's participation in the State School Building Lease-Purchase Program.
Kindergarten	A teaching station comprised of at least 1,350 square feet which may include a workroom, storage area and restroom facilities.
Kitchen	Specialized space in which food is prepared. May include a sink, range, and refrigerator.
Labor and Material Bond	The labor and material bond assures that the contractor and subcontractor(s) will provide the labor and materials necessary to complete the terms of contract.
Laboratory	A teaching station providing unique, built-in areas for individualized instruction. Laboratories are not recognized at the elementary (K-6) grade levels.
Lease	An agreement to rent a structure with no right of ownership.
Lease-Purchase	An agreement to purchase a structure where the ownership is exchanged at the maturity of the lease term.
Lease with Option to Purchase	An agreement to rent a structure where part of the rent is applied to the purchase price of the structure. At maturity, the renter may return the structure or pay off the residual balance to acquire ownership.
Library/Media Center	Specialized space including study areas, books, library, administration, and audio-visual resources.

Liquidated Damages	The amount per day to be deducted from the contract sum for construction delays beyond the expressed date of completion.
Local Assistance Officer	That individual appointed by the governor who directs the Office of Local Assistance. Also, known as the Executive Officer to the SAB.
M/WBE	See Minority and Women Business Enterprises contract participation goals.
Matching Share Requirement	A contribution of funds made by the district toward the project cost.
Maximum Computed Allowable Area	For each ADA, an specific area allowance is assigned.
Mello-Roos Bond	A bond passed by a 2/3 vote of the electorate within a specifically identified geographical area to finance a specific public facility.
Minority and Women Business Enterprises Contract Participation Goals	(M/WBE) A law requiring the participation of certain M/WBE contracting goals (see <i>Appendix 12, Minority and Women Business Enterprises Contract Participation Goals</i>).
Multi-Purpose (Type I)	A space designed for a dual purpose such as cafeteria and assembly. It is constructed with a high ceiling, level floor, stage (built-in or portable), and without stationary seating. In-wall, or folding tables are a normal provision, and ordinarily kitchen facilities are adjacent or nearby.
Multi-Purpose (Type II)	A space designed as an integral part of a team teaching cluster in an elementary school. The room provides a nucleus for many instructional facilities. Its area is limited to not more than 350 square feet for each regular teaching station it serves.
Multi-Story Construction Allowance	A supplementary allowance provided to those projects which are built on a small school site in a highly populated and developed area.
Negative Declaration	A document describing a project and contains a finding that the project has no significant environmental effect.
Negotiated Purchase	The purchase of a site wherein the district and the property owner agree on a purchase price within the approved appraised value.
New Construction Program	A State School Building Lease-Purchase Program which provides funding for conducting feasibility studies, design development, site acquisition, and construction of new schools and additions to existing schools.
Notice of Completion	The document filed by the district with the county certifying completion of the project.

Notice of Determination	A document indicating the determination of the agency as to whether the project will or will not have a significant environmental impact. It also, certifies that the EIR is available for public comment.
OLA	See Office of Local Assistance.
OREDS	See Office of Real Estate and Design Services.
OSA	See Office of the State Architect.
Office of Local Assistance	(OLA) An office of the Department of General Services which serves as the staff of the SAB.
Office of Real Estate and Design Services	(OREDS) The State office that reviews real property appraisals.
Office of the State Architect	(OSA) The State office that reviews construction plans for structural safety and access compliance purposes.
Off-Site Development	Improvements located along the perimeter of the site (see <i>Off-Site Development</i> , page 3-B-44).
Order of Immediate Prejudgment Possession	Allows a government to take legal possession of a real property prior to the Court's interlocutory on final judgement.
Performing Arts	Specialized space equipped with a stage, fixed seating and an inclined floor.
Plat Map	A site map that identifies the location of real estate in a town or county in relation to adjoining lots and landmarks, such as roads.
Plot Plan	A schematic drawing indicating the location of new buildings included in the project and their relationship to existing structures.
Policy of Title Insurance	A legal document that protects against the probability that existing but undisclosed risks could arise related to the purchase of real property.
Portable Classroom	A teaching station designed and constructed to be relocatable and transportable over public streets.
Preliminary Plans	A set of architectural drawings that provide a preliminary design of the proposed school facilities.
Preliminary Title Report	An account of conditions under which the title company will issue a particular type of title insurance policy.
Priority Points	A calculation used to determine the district's need for any particular project.

Project	Proposed scope of an application
Proposed Area	Future eligible building area.
RSP	See Resource Specialist Program Allowance.
Real Property Appraisal	A written estimate of the fair market value of a real property.
Relocatable Classroom	A portable teaching station constructed under the State School Building Lease-Purchase Program or a portable classroom <i>not</i> built under the State School Building Lease-Purchase Program but used to meet a requirement.
Relocatable Teaching Station Bonus Area	An area allowance for those projects including relocatable teaching stations.
Relocation Assistance	Funds provided to relocate any person business or farm operation displaced because of acquisition of real property.
Replacement Value	The construction cost to build the building today, using the SAB cost standards.
Resource Specialist Program Allowance	(RSP) An increase in the maximum computed allowable area allowance for projects including a resource specialist program facility.
SAB	See State Allocation Board.
SCH	See State Clearinghouse.
SDC	See Special Day Class.
Science, General	A teaching station which includes an instructor's demonstration area equipped with utility hookups.
Science, Laboratory	A teaching station which includes individualized work areas equipped with built-in sinks, cabinets, and utility hookups.
Security Allowance	A supplementary allowance provided to those projects in an area where a high crime rate exists.
Service Site Development	On-site improvements (see <i>Service Site Development</i> , page 3-B-46).
Seven Percent Area Allowance	A seven percent increase in the maximum computed allowable area for each proposed ADA.
Shower/Locker	Specialized space equipped with plumbed showers and locker storage area.

Site Acquisition	The process by which the district acquires real property. Real property may be acquired either prior to or at Phase II.
Site Summary	Provides an itemization of all building/building area located on the project site.
Small Building Adjustment	An adjustment made to the building cost standard for those projects containing less than 12,000 square feet.
Special Day Class	(SDC) A program for students that have special educational needs.
Specification	Documentation that provides information on the required materials, finishes and workmanship necessary to complete the contract.
State Allocation Board	(SAB) The political body which exercises control by approving applications, apportioning funds, and establishing regulation, policies and procedures for administration of the law.
State Clearinghouse	(SCH) The State agency responsible for receiving and distributing documents prepared pursuant to the CEQA.
State Clearinghouse Closing Letter	A letter from the State Clearinghouse closing the environmental impact document review period.
State Loading Standards	The number of projected ADA assigned to a specific type of teaching station.
Stipulated Judgement	Occurs when an agreement to sell a property is negotiated with the assistance of the Court.
Substitution of Securities	A stipulation in the contract that allows the contractor the choice of depositing ten percent of the contract amount in lieu of the district withholding any monies from progress payments.
Teaching Station	A classroom or laboratory space designed for instruction.
Time of Completion	The number of calendar days to complete the contract.
Unhoused	The ADA that cannot be assigned to existing classrooms.
Urban Adjustment	An adjustment made to the building cost standard for those projects located in areas of high property values and/or high population density.
Utility Services	Improvements which provide service from a utility connection to the project site (see <i>Utility Services</i> , page 3-B-40). ☺